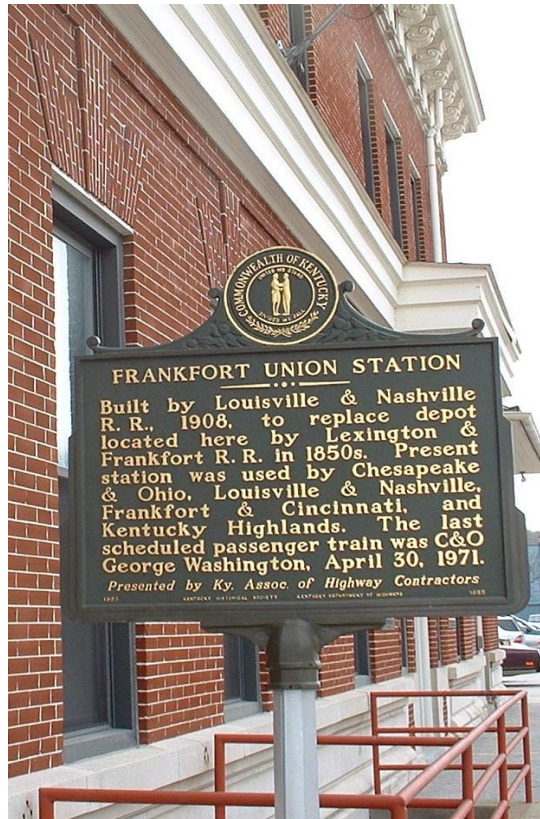


# KENTUCKY HISTORICAL HIGHWAY MARKER PROGRAM



2003-2004  
APPLICATION PACKAGE

KENTUCKY HISTORICAL HIGHWAY MARKER PROGRAM  
KENTUCKY HISTORICAL SOCIETY  
IN PARTNERSHIP WITH  
THE KENTUCKY TRANSPORTATION CABINET

# KENTUCKY HISTORICAL HIGHWAY MARKER PROGRAM

## 2003-2004 APPLICATION PACKAGE

### CHECKLIST FOR COMPLETING YOUR APPLICATION:

Have you included:

- \_\_\_\_\_ Application Cover Sheet
- \_\_\_\_\_ Information About Proposed Marker page
- \_\_\_\_\_ Text Page (list important facts that should be included on the marker)
- \_\_\_\_\_ Documentation Sheet (must include list of references used to verify each fact, using primary sources if possible)
- \_\_\_\_\_ Supplementary material (applicant must provide a copy of each each reference that documents pertinent facts)
- \_\_\_\_\_ Original plus **Four copies** of complete application
- \_\_\_\_\_ Postmarked by April 1 or October 1 of each year



### MAIL COMPLETED APPLICATION TO:

Dianne Wells  
Kentucky Historical Highway Marker  
Program  
100 W. Broadway  
Frankfort, KY 40601

*The Kentucky Historical Society is an agency of the Education, Arts  
and Humanities Cabinet.*



# **Kentucky Historical Highway Marker Program**

## **A PROGRAM OF THE KENTUCKY HISTORICAL SOCIETY**

**Dianne Wells, Program Manager**

**100 W. Broadway, Frankfort, Kentucky 40601**

**Phone: 502-564-1792; toll-free: 877-444-7867; E-mail: [Dianne.Wells@ky.gov](mailto:Dianne.Wells@ky.gov)**

### **Deadline for Applications: April 1 and October 1 each year**

The Kentucky Historical Highway Marker Program, administered by the Kentucky Historical Society in cooperation with the Kentucky Transportation Cabinet, commemorates historic sites, events, and personalities throughout the commonwealth. The goal of the program is to connect events and personalities with their place, to bring the past to life, and to increase the public's awareness of Kentucky's history. The subjects of the more than 1,850 markers in Kentucky vary widely, but all mark sites that local communities have recognized as important to local, regional, state, or national history.

Through the program, the wealth of history that is Kentucky's past is made accessible to the public as they travel along the state's roadways—in excerpts which stimulate an interest in the history of local communities. The plaques are on-the-spot history lessons that add drama and interest to the countryside for native Kentuckians as well as tourists.

### **HOW TO SUBMIT AN APPLICATION FOR A HISTORICAL HIGHWAY MARKER**

Taking a marker subject from an idea to a finished plaque on the highway takes time, thought, and requires the work of many people. Marker applications are accepted for two deadlines each year: April 1 and October 1. After each deadline, an advisory committee meets to review applications and make recommendations as to whether each marker subject should be accepted, resubmitted, or rejected. Up to fifteen markers may be accepted in each review process. All marker applications must include documentation, preferably from primary sources, that verifies all facts to be included on the marker.

#### **STEPS TO COMPLETING A MARKER APPLICATION:**

**1. Request a Highway Marker Application Package from the Kentucky Historical Society.**

You can also download an application package from the KHS web site at [history.ky.gov](http://history.ky.gov).

**2. Contact the marker chairman for your county** to let him or her know that you are preparing an application. The chairman can assist you with the application process. (Contact KHS marker program for name/phone number of county marker chairman.)

**3. Complete the application package and provide documentation that verifies all facts.**

Application must include:

- a. Page 1—Application cover sheet.
- b. Page 2—Information about proposed marker.
- c. Page 3—Text Page: lists important facts that should be included on the marker.
- d. Page 4—Documentation Sheet: must include list of references used to verify each fact, using primary sources if possible.
- e. Supplementary material—applicant must provide a copy of each page from each reference that documents pertinent facts.
- f. Application does not have to include funding at this time, but should tell us how you intend to find funding for the marker.

**4. Submit the complete application plus FOUR COPIES by the appropriate deadline.**

## **COST OF A KENTUCKY HISTORICAL HIGHWAY MARKER**

Once a marker subject is approved, the organization or individual who submitted the original application is responsible for obtaining the funds to pay for the marker's fabrication. The cost for fabrication is:

- \$1,600.00 if the text is the same on both sides of the marker.
- \$1,700.00 if the text is different on each side of the marker.

The funds for fabricating the marker must be received by the KHS Historical Highway Marker Program Office before the marker text can be sent to the manufacturing company. Some suggestions for raising funds in your community include:

- A. Ask a business, corporation, or civic organization in your community to contribute funds towards the marker's cost. (We can include the name of one sponsoring organization on each side of the marker.)
- B. Ask members of your community to contribute funds.
- C. If the marker is about a specific person, ask descendants of that person to contribute funding.
- D. Hold a special fund-raising event to raise money for the marker.
- E. Apply to a foundation or other granting source for funds. The KHS Historical Highway Marker Program Office may be able to suggest foundations that have been receptive to funding marker projects.

## **GUIDELINES FOR KENTUCKY HISTORICAL HIGHWAY MARKER PROGRAM**

1. Applications for markers will be reviewed twice per year by an advisory committee appointed for that purpose.
2. A maximum of fifteen markers (15) can be approved at each review meeting. Applications that do not receive approval will receive a verdict of "No" or "Resubmit."
3. Acceptance of a subject for a marker **does not mean that all of the facts and text have been approved**. Once accepted, the application goes through a rigorous documentation and writing process that verifies all facts and ensures that the marker's text meets the standards of the Kentucky Historical Society's history research and editing staff.
4. Markers cannot be approved for:
  - An individual who is living;
  - A purely genealogical or family interest;
  - An individual or business if the primary value of the marker is to provide financial benefit to that person or business;
  - A cemetery, unless someone significant to Kentucky's history is buried there or there was an event of outstanding historical importance connected with it;
  - A church, unless it meets one of the following criteria:
    - a. The church is connected with a significant historical event or individual;
    - b. The church congregation has existed, uninterrupted, for at least 150 years;
    - c. The church building itself was constructed over 100 years ago and has been used continuously by the same congregation; or
    - d. The building has significance due to unique architectural features.
  - No marker will be erected where it will create a traffic hazard or in any location not agreeable to the property owner or the governmental agency having jurisdiction. The final decision for placement of a marker on public highways rests with the Kentucky Transportation Cabinet.

## **2003-2004 PRIORITIES FOR KENTUCKY HISTORICAL HIGHWAY MARKERS**

For the 2003 and 2004 calendar years, the Kentucky Historical Society encourages communities and organizations to propose markers representing the following subjects:

- A. **Women in Kentucky History** – markers that illustrate the contributions of women to local, regional, and state history. *KHS Partners* in this initiative are the Kentucky Commission on Women, the League of Women Voters, and the Kentucky Transportation Cabinet.
- B. **Kentucky African American History** – markers that illustrate the contributions of African Americans to local, regional, and state history.
- C. **Lewis and Clark in Kentucky** – markers that highlight Kentucky connections to the Lewis and Clark Expedition of 1803-6. *KHS Partners* in this initiative are the Kentucky Lewis and Clark Bicentennial Commission and the Ohio River Chapter of the National Lewis and Clark Heritage Trail Foundation.

Applications for markers on other subjects will be considered; however, markers on priority subjects will be encouraged. In addition, if more than fifteen applications receive favorable reviews, priority for approval of the final fifteen projects for that period will be given to those applications that relate to marker priorities.

## **TIMETABLE FOR MARKER APPLICATIONS**

<b>Deadline for Applications</b>	<b>April 1 of each year</b>	<b>October 1 of each year</b>
<b>Decision of advisory committee:</b> (Yes, No, or Resubmit)	<b>June 1</b>	<b>December 1</b>
<b>Data Verification Process:</b> Program staff verifies all facts, checks each documented source, and writes text for the marker. Staff may be in touch with the applicant throughout this process if additional documentation is needed or if conflicting facts are found.	<b>June 1-August 31</b>	<b>December 1-February 28</b>
<b>Text Editing Process:</b> Text is written and submitted to KHS editorial staff for editing and modification; text is submitted to Kentucky history review staff for approval and to applicant for review.	<b>September 1-30</b>	<b>March 1-31</b>
<b>Funds Due for Marker:</b> Marker costs must be paid in full by this date in order to place an order for marker fabrication.	<b>October 1</b>	<b>April 1</b>
<b>Date Set for Marker Dedication:</b> The date for the marker dedication should be set by this date in order to allow enough time for publicity and planning.	<b>October 1</b>	<b>April 1</b>
<b>Marker Fabrication:</b> Order for marker is placed with the factory; marker is fabricated and returned to appropriate district highway office of Kentucky Dept. of Highways for installation.	<b>October 1-December 31</b>	<b>April 1-June 30</b>
<b>Marker Installation and Dedication Program</b>	<b>January 1-June 30</b>	<b>July 1-December 31</b>

# **Kentucky Historical Society**

## **Historical Highway Marker Application Form**

### **Cover Sheet—Required For All Applications**

**THIS APPLICATION IS SUBMITTED FOR:**

☐ **April 1 deadline:**

If approved, marker will be ready to dedicate between January and June of next year

☐ **October 1 deadline:**

If approved, marker will be ready to dedicate between July and December of next year

**INFORMATION ABOUT APPLICANT:**

<b>Name of organization or individual submitting application:</b>		
<b>Address:</b>		
<b>Name and address of contact person for this application (if different from above):</b>		
<b>Daytime phone number:</b>	<b>Fax number:</b>	<b>E-mail address:</b>
<b>Signature of person submitting application:</b>		
<b>Name and Address of Local Newspaper:</b>	<b>State Representative Dist.:</b> <b>State Senate District:</b> <b>U. S. Congressional District:</b>	
<b>Signature of County Marker Chairman:</b>		

**FOR OFFICE USE ONLY:**

<b>Application number:</b>	<b>Date application received:</b>
<input type="checkbox"/> Application submitted to advisory committee <input type="checkbox"/> Documentation verified <input type="checkbox"/> Text written and edited <input type="checkbox"/> Text approved by historical committee <input type="checkbox"/> Funds received to pay for marker fabrication <input type="checkbox"/> Marker text submitted to manufacturer <input type="checkbox"/> Marker received by highway department <input type="checkbox"/> Marker installed and ready for dedication	<b>County Chairman:</b>
	<b>District Highway Office:</b>
	<b>Proposed date for dedication:</b>
	<b>Decision of Advisory Committee:</b> <b>YES NO RESUBMIT</b>

# **Kentucky Historical Society**

## **Historical Highway Marker Application Form**

### **Page 2—Information About Proposed Marker**

<b>Subject of proposed marker:</b>		<b>Will this marker have:</b> <input type="checkbox"/> Text the same on both sides <input type="checkbox"/> Text different on each side
<b>This marker will feature:</b> <input type="checkbox"/> A historic person <input type="checkbox"/> A building or historic site <input type="checkbox"/> A historic event <input type="checkbox"/> Other	<b>Will this marker address any of the following 2003-2004 priority subjects?</b> <input type="checkbox"/> Women in Kentucky History <input type="checkbox"/> Kentucky African American History <input type="checkbox"/> Lewis and Clark in Kentucky	
<b>Briefly, why is this subject significant to Kentucky history?</b>           		
<b>Suggested location:</b> <input type="checkbox"/> On street/road/highway <input type="checkbox"/> On public grounds <input type="checkbox"/> On private grounds—provide name of owner:		<b>Address and/or description of suggested location:</b>    
<b>County:</b>	<b>Nearest city or town:</b>	<b>Distance and direction from city/town:</b>
<b>Is there space near the proposed site to pull off the road and read the marker inscription?</b>    	<b>Is there a proposed date for the dedication of the marker (if it is approved)? Is this date an anniversary or other special date appropriate for this marker dedication?</b> (Please do not announce the dedication date for this marker until you are notified by the KHS Historical Highway Marker Program Office that the marker is approved and will be ready in time for your proposed date.)    	
<b>How will you/your organization find funds for the cost of manufacturing the marker?</b>    		

# Kentucky Historical Society

Page 3—Text Page

Please submit proposed text that you/your organization suggests for the marker.

Providing us with an idea of the facts that you think are most important will help us with the process. Remember that each side of the marker is limited to only one headline, ten lines of text of up to 33 letters/spaces, and a sponsorship line—so the amount of information that can be included is very limited; but you do not have to put the text in final format—we will do that.

**After verifying all facts, KHS Highway Marker staff will write the final text for the marker.**

**Marker Side One:**

**Marker Side Two (if two-sided):**



# **Kentucky Historical Society**

## **Historical Highway Marker Application Form**

### **Page 4—Documentation Sheet**

*Please copy this page as many times as necessary to include all important facts.*

<b>Marker Subject:</b>	<b>Name and phone number of person completing documentation:</b>
<p style="text-align: center;"><b><u>FACT</u></b></p> <p><i>Please list each fact that is important and relevant to this marker and subject. All places, dates, sites of events, names of people involved, etc. must be documented before the fact can be included on a marker.</i></p>	<p style="text-align: center;"><b><u>SOURCE</u></b></p> <p><i>Each fact must be verified with notation of the source material where the documentation was found. <b><u>Please include a copy of the page from each document</u></b> that was used to verify facts. If other sources give conflicting facts, you may need to include information on the conflicting facts and explain how you came to the conclusion that the source you cite is the most accurate.</i></p>

# **Kentucky Historical Society**

## **Historical Highway Marker Application Form**

### **SAMPLE—Documentation Sheet**

Use this as a guide on how to submit documentation (see page 4 of application).

<b>Marker Subject:</b> Lt. Presley N. O'Bannon, USMC	<b>Name and phone number of person completing documentation:</b> Joe Smith, 502-555-1234
<b><u>FACT</u></b> <i>Please list each fact that is important and relevant to this marker and subject. All places, dates, sites of events, names of people involved, etc. must be documented before the fact can be included on a marker.</i>	<b><u>SOURCE</u></b> <i>Each fact must be verified with notation of the source material where the documentation was found. Please include a copy of the page from each document that was used to verify facts.</i>
First American to raise U.S. flag on foreign soil.	Acts of Kentucky, 1920, p. 734.
At Battle of Derne on shores of Tripoli, April 27, 1805.	<i>The Register of the Kentucky Historical Society</i> , vol. 18, no. 52, pp. 73-76 and vol. 54, pp. 21-23.
Led attack that overcame Barbary Coast pirates who were holding American seamen for ransom.	<i>The Register of the Kentucky Historical Society</i> , vol. 18, no. 54, p. 21-23.
O'Bannon came to Logan Co. in 1807.	<i>The Story of Logan County</i> by Edward Coffman, p. 113. <i>Finley's History Of Russellville &amp; Logan County</i> , p. 29.
Served in state legislature 1812, 1817, 1820-21,	<i>The Register of the Kentucky Historical Society</i> , vol. 18, no. 52, p. 480, 776. <i>The Story of Logan County</i> by Edward Coffman, p. 113.
and Senate 1824-26.	Collins's <i>Historical Sketches of Kentucky</i> , p. 480.
Died in 1850.	Information on gravestone in Frankfort Cemetery.